

## Preparation checklist *Form 3—Release*

This checklist contains general information to assist practitioners complete a basic release. It is not intended to be a complete guide. For further information about the requirements of Form 3 — Release, refer to Part 3 of the Land Title Practice Manual available at: [www.business.qld.gov.au/industry/titles-property-construction/titles-property/practice-manual](http://www.business.qld.gov.au/industry/titles-property-construction/titles-property/practice-manual)

### Items

#### Item 1

- Do the dealing number of the mortgage being released and the mortgage recorded on title agree?

#### Item 2

- Do the details agree with the title?

#### Item 3

- If not releasing the debt of all mortgagors, do the mortgagor's name and the title agree?

#### Item 4

- Do the mortgagee's name and the title agree?

#### Item 5

- Is the form signed and dated by all mortgagees?
- If executed under a power of attorney, is the attorney clause included, showing the principal's name, the attorney's name or the attorney's position and the Queensland registered power of attorney number?
- If executed under a common seal, is it legible and capable of being copied?
- If a company has executed without a common seal, are the company name and ACN/ARBN shown?
- Are the designations of the signatories for a company shown?
- Is the witness qualified in accordance with Schedule 1 of the *Land Title Act 1994* and their full name shown?

### Form and evidence

- Have the correct form and version been used?
- Are the lodger's details shown?